

BOROUGH OF WILKINSBURG

JOB TITLE: FINANCE CLERK I – PART TIME  
DEPARTMENT: FINANCE  
REPORTS TO: FINANCE DIRECTOR  
LAST REVISED: OCTOBER 2016

**POSITION PURPOSE AND OBJECTIVES:** This is a varied accounting and clerical position with primary responsibility for filing, copying and data entry as directed by the Finance Director. The Finance Clerk I position requires significant interaction with residents in providing timely responses to requests for information and service. The employee in this position will assist the Finance Director with records management and other projects as assigned. Requires considerable initiative and good judgment in the performance of all job responsibilities. Work is performed under the direct supervision of the Finance Director.

**ESSENTIAL JOB FUNCTIONS:**

- Receives and processes cash receipts utilizing computerized financial management systems for all payments and fees including parking tickets, permits, and citations
- Files invoices and cancelled checks for all funds
- Researches cash receipts, cash disbursements and checks related to reports and information needed by the Finance Director
- Assists the Finance Director in maintenance of all financial records
- Prepares and maintains a disposition schedule for said records in accordance with the Municipal Records Act
- Processes incoming and outgoing mail for the Finance Department
- Inputs data into computerized accounting system and into spreadsheets and word processing documents
- Data entry, light typing, copying, faxing and answering phones
- Performs those duties as required and upon the direction of the Finance Director and/or Borough Manager, in the absence of Finance Clerk II

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** Knowledge of English language and basic mathematical principles; ability to operate computers and related office equipment; ability to maintain accurate records through electronic and paper systems; ability to use Microsoft Office, including MS Word and Excel, and any current or other future computer platform for documentation; ability to establish and maintain a good working relationship with co-workers, municipal employees and the general public; skills of verbal and non-verbal conflict resolution. If at any time the job requires the operation of a Borough or personal vehicle, one must possess a valid PA Driver's License.

**WORKING CONDITIONS:** Work is performed in a generally comfortable indoor office environment.

**PHYSICAL DEMANDS:** (SEDENTARY) Prolonged sitting, light lifting of office materials, some bending to retrieve and replace files, operation of computer and office equipment.

**MINIMUM QUALIFICATIONS:** Education: Completion of high school or equivalent with emphasis on clerical and/or secretarial skills, preferably supplemented by business school or college training. Prefer knowledge of Microsoft Office products.

Experience: A minimum of one year of work experience in an accounting office or as a bookkeeper. Municipal finance experience preferred.

**DISCLAIMER:** The preceding description is not designed to be a complete list of all duties and responsibilities required of the Finance Clerk I position.

Approved: \_\_\_\_\_  
Department Head

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Borough Manager

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Original Approval

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Revised